

EVENT NAME GBCFC'S Spring Seedling Sale

EVENT LOCATION Flint St between Court & Ridge

EVENT DATES AND TIMES

Setup Date	5- 18 ¹⁶ -15	Setup Start Time	9am
Event Start Date	5- 18 ¹⁶ -15	Event End Date	5- 18 ¹⁶ -15
Daily Event Start Time	9am	Daily Event End Time	1pm
Dismantle Date	5- 18 ¹⁶ -15	Dismantle End Time	3pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

The 7th Annual Spring Seedling Sale is the day when our local farmers all bring a variety of seedlings for sale as well as gardening resources. If there is extra room, we allow non profits and other vendors to participate.

ON SITE CONTACT Nicole Sallaberry ON SITE NUMBER 7753246133x106

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Nicole Sallaberry

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
- ☐ Special Event – Parks
- ☐ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☐ Amplified Sound/Multimedia
Attachment A Required
- ☐ Street/Sidewalk Occupancy
Attachment B Required
- ☐ Alcohol Service
Attachment C Required
- ☐ Vendors/Exhibitors
Attachment D Required
- ☐ Privileged Sales
Attachment E Required
- ☐ Event Set-Up
Attachment F Required
- ☐ Park Usage
Attachment G Required
- ☐ Food/Beverage Service
*Contact Washoe County
Environmental Health Services
(775) 328-2620*

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	Great Basin Community Food Cooperative	EVENT COORDINATOR	Nicole Sallaberry
MAILING ADDRESS	240 Court St	CITY/STATE/ZIP	Reno, NV 89501
DAYTIME PHONE	7753246133 x 106	CELL PHONE	7758155845
		FAX	none
WEBSITE	www.greatbasinfood.coop	EMAIL ADDRESS	
ONSITE CONTACT	Nicole Sallaberry	CELL PHONE	7758155848
PUBLIC CONTACT	Nicole Sallaberry	DAYTIME PHONE	7753246133 x 106
FEDERAL TAX ID	45-4091773	<input type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT <small>Proof of current non-profit status <u>must</u> be included with application.</small>	
ANTICIPATED ATTENDANCE: DAILY <u>800</u> TOTAL <u>800</u>			
<input checked="" type="checkbox"/> OPEN TO THE PUBLIC <input type="checkbox"/> ADMISSION WILL BE CHARGED \$ _____			

↓ FOR CITY OF RENO OFFICE USE ONLY ↓				
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00		
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		DATE ENTERED
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x		<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x		<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00		<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
TOTAL FEES			INITIALS	
TOTAL PAID				

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☐ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department
775-334-2300
775-334-3826 FAX
RFDSpecialEvents@reno.gov

FIRE DEPARTMENT

1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan must include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☒ No.

Describe refuse removal plan:

We will provide receptacles for trash + recycling

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☒ cans

☒ plastic bottles

☒ paper materials

☒ cardboard

☒ other

Describe recycling plan if event is not taking place in a City park:

we will provide receptacles

How will you promote recycling at your event?

same

INSURANCE, TERMS AND CONDITIONS

General Liability Insurance

Special Event applicants must provide a policy of general liability insurance for the specific dates of the event naming the “City of Reno, its officers, employees, and agents” as an Additional Insured. The policy must be obtained from a carrier licensed to do business in the State of Nevada.

Minimum general liability insurance limits are as follows:

1. Combined single limit of \$1,000,000 per occurrence.
2. Automobile liability insurance limits are \$1,000,000 combined single limits (only required for events involving production vehicles such as carnivals).

These terms and conditions are not to be changed by any words added by Event Organizer. Any change in terms must be agreed to by the City, in writing.

Certificate of Insurance is required at least 30 days before the event.

Fax to:

775-326-5150 – Special Events - Parks

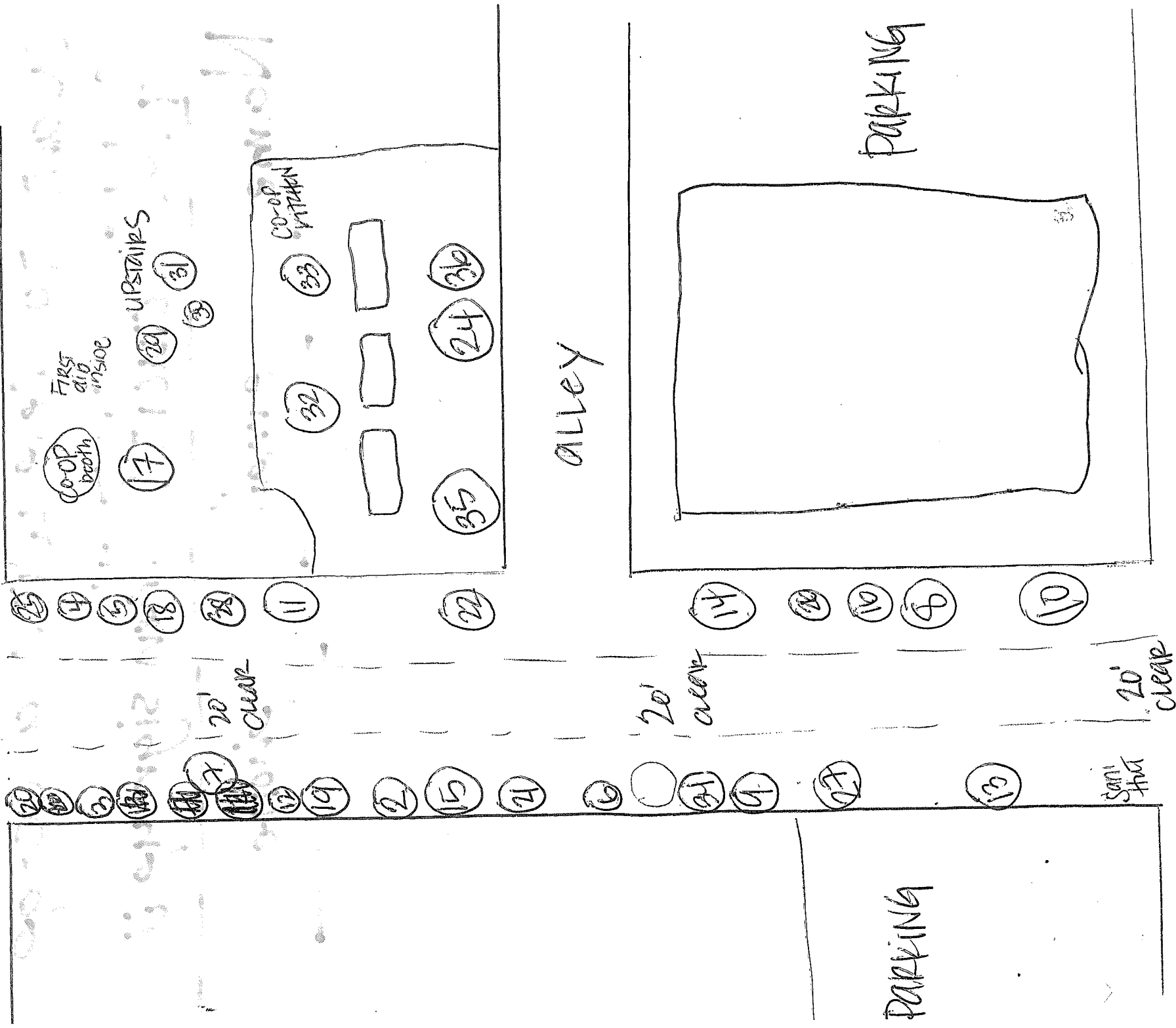
775-334-2097 – Special Events - Street/Sidewalk Occupancy

Indemnification of the City of Reno. As a further condition of this permit, the permittee shall indemnify, defend and hold harmless the City and its officers, agents and employees (collectively “Indemnitees”) from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys’ fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the permittee or the permittee’s principals, agents, employees, subcontractors, vendors or invitees related to or arising out of the permitted event. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

Any and all questions regarding insurance should be directed to:

Risk Management Division
c/o City Attorney’s Office
1 East First St. – 3rd Floor
Reno, NV 89505
775-334-3838

Court St



Ridge St

Vendor	Items	Physical Address	Business License #
Misty Crystal Ranch	Demo/Seedlings	1700 Piute Creek Rd	n/a
Pleasant Valley Farm	Seedlings	50 Connie Way, Reno, NV 89521	n/a
Botanical Interests	Demo	100 Green Gulch Rd, Chilcoot, CA 96105	n/a
Vajra LLC Portable Greenhouse Solution	Demo	59 Camonte Ranch Pkwy Reno, NV 89521	n/a
Poverty Flats	Demo/Seedlings	951 Stephanie Way, Minden, NV 89423	n/a
Ecologica Farm	Seedlings	20447 Temelec Way, Reno, NV90521	n/a
Mewaldt Organic Produce	Seedlings	1750 McLean Rd, Fallon, NV 89406	n/a
Salisha's Delicious	Seedlings	5862 Mac Pherson Lane, Fallon, NV	n/a
Lost City Farm	Seedlings	720 Tahoe St #6 Reno, NV 89509	n/a
David Funk	Seedlings	1420 Patrick Ave, Reno, NV 89509	n/a
Buffalo Spirit	demo	196 Emigrant Trails #7, Spring Creek, NV 8981	n/a
Sunny Day Organic Farm	seedlings	5315 Miwok Dr, Stagecoach, NV 89429	n/a
Full Circle Compost	Seedlings	3190 U.S. Highway 395	n/a
Holley Family Farms	Seedlings	p.o. box 471	n/a
Loping Coyote Farms	Seedlings	4203 Pinto Place, Reno, NV 89519	n/a
River School Farm	Seedlings, jams, honey, creams, salves, etc	7777 White Fir St Reno, NV 89523	113844
Prater Family Farm	Seedlings, Seeds	931 Melba Dr, Reno, NV 89503	n/a
Sterling Farm	Seedlings	4890 Air Center Circle #201 Reno, NV 89502	n/a
Al's Bees	honey, demo	PO Box 19211, Reno, NV89511	n/a
Sierra Worm Solutions	worm castings	5371 Coit Dr, Reno, NV89523	n/a
Churchill Butte Organics	seedlings/info	11625 Stallion Springs Circle, Stagecoach, NV	n/a
Farmer Todd Rissone	seedlings	2480 Nowlin Ln, Sparks, NV 89431	n/a
Portable Greenhouse Solutions	seedlings/demo	59 Damonte Ranch Pkwy, Reno, NV 89521	n/a
Chippewa Gatherers and Growers	seedlings	2665 Cactus View Dr, Reno, NV 89506	n/a
Loping Coyote Farms	seedlings/starts	4203 Pinto Place, Reno NV 89519	n/a
High Desert Shroomery	info/oyster mushrooms	3800 Skyline Blvd	n/a
Farm Fresh For Kids	non profit info	550 N. Mc Carran Blvd #221 Sparks, NV 89431	n/a
Urban Roots	non profit info	3001 W. Fourth Street	n/a
Friends of Nevada Wilderness	non profit info		n/a
Reno Bike Project	non profit info		n/a
Jan Zebrack	non profit info	Will be here from 9-11am	n/a
Envirolutions	non profit info	250 Bell Street, REno, NV 89503	n/a
Label GMO Nevada	non profit info	6185 Franktown Rd, Reno, NV 89704	n/a

Do Terra	Essential Oils	97 Blue De Clair Ave, Sparks, NV 89434	needs temp
Nancy Janssen/Mt Rose Designs	jewelery, baskets, sun hats	2540 Dickerson Rd #14 Reno, NV 89503	109398
Free to Roam Kids	kids clothes, diapers, etc	P.O. Box 33101 Reno, NV 89533	needs temp
Tea Bath Products	tea bath salts, scrubs, lip balms	6800 Sonterra Lane, Reno, NV 89523	127219
Kitchen GBCFC	burritos	240 Court Street	120210
Electric Blue Elephant	food truck	866 Northwood Blvd, #26 Incline Village, NV 89	will have in the truck
Basques and Buddies	jewelery	2520 Riviera St, Reno, NV	needs temp
Mt Rose Designs	jewelery mkt baskets sun hats	2540 Dickerson Rd #14 Reno NV 89503	109398
Alpen Sierra	coffee	2222 Park Place 1A Minden, NV 89423	needs temp
Stage Five Arts	gardening supplies	4285 Jasper Lane Reno, NV 89509	needs temp
Nevada Resource WAtch	non profit info	PO Box 207 Reno, NV 89504	n/a